

Documentation Required				
Reference	Document Name	SA On File (tick if yes)	GAA On File (tick if yes)	Date Received
	<b>Annual &amp; In Year Requirements</b>			
	Signed Service Arrangement / Grant Aid Agreement			
	Application form for funding			
Sch. 1 Part B GAA 4.1 (d)	*Charity Number or Tax Clearance Statement (where no charity number exists)			
Sch. 3 – Sect 2 Grant Details	Basis for funding / service breakdown statement			
Sch. 5 GAA 4.4 & 4.5	Audited Accounts (AFS)			
Sch. 5	Annual Financial Monitoring Return			
GAA 8.8	Chairperson Statement			
Sch. 5	Business / Strategic Plan			
Sch. 9	Staffing Reports			
Sch. 4 GAA 8.1	KPI's			
Sch. 5	Annual Compliance Statement (agencies receiving €3m and upwards)			
Sch. 5 GAA 8.6	Annual Report (prior year)			
	<b>Mandatory Requirements (If copy on file only required when updated thereafter)</b>			
Sch. 2 Sect. 2 GAA 3.1	Constitution (formerly Memorandum & Articles of Association)			
Sch. 8 GAA 3.6	**Complaints Policy / Procedure – Evidence that Consumer Affairs have approved the providers complaints policy			
Sch. 2 Sect. 2 GAA 3.4	Organisational Chart			
Sch. 2 Sect. 2	Code of Governance / Corporate & Clinical Governance Policy			
Sch 3 Sect 3(b)	Admissions & Discharge Policy (mandatory for each direct service provision provider)			
Sch. 5	Policy for obtaining feedback from Service Users and Staff			
Sch. 6	Policy/procedure for Patient Private Property			
GAA 3.5	†Safeguarding of Children & Vulnerable Persons policy			
GAA 5.1	†Equal Opportunities policy			

\*Not required if funded less than €10k

\*\* If funded less than €50k, statement regarding how to complain, recording & resolution of same in constitution is sufficient for most small organisations without paid employees and/or direct involvement with children or vulnerable adults

†Not required if funded less than €50k